

ENGINEERING & SURVEYING DIVISION
Minor Boundary Line Adjustment Requirements

APPLICATION:

The Minor Boundary Line Adjustment (MBLA) application and fee will continue to be taken by the Planning Services Division. They will ensure the application is complete and the proposed adjustment doesn't violate zoning regulations. If an equal exchange between nonconforming parcels is proposed or acreage/zoning is an issue, an exhibit and closure calculations may be required to verify the acreage.

REVIEW:

1) Parcel Verification: Engineering and Surveying will verify that the legal parcels represented on the application actually exist. If the deeds provided with the application are not sufficient, verification will be based upon information provided by the submitting surveyor. This information will be in response to specific questions pertaining to the chain of title.

2) Legal Description:

- a) All descriptions will be "resultant parcel" descriptions. The type of description (metes and bounds, exception, together with, etc.) is the choice of the submitting surveyor.
 - b) The preamble must contain the name of the owner(s) and the recording information of the source deeds as they appear in the application (updated when a sale of the property has taken place) and restrict the transfer of property to all that portion of property identified in the preamble.
 - c) When describing unchanged boundary lines the prime calls must be "to and along" the deeds referenced in the preamble.
 - d) If the legal description contains non-record course information the following language shall be added.
"The bearings and distances used along the boundary of the property described in Doc # _____ are not based upon a field survey as described in L.S. Act Section 8762. They do not establish the boundary of said property and are included to assist in locating the new boundary approved by Minor Boundary Line Adjustment No. _____ only." *
 - e) All resultant parcel descriptions will contain the following language:
"The above description encompasses one legal parcel of land as approved by Minor Boundary Line Adjustment No. _____." *
- *d) and e) above, when required, are to be added at the end of each legal description and made a part thereof.

3) ESD Exhibit Plat Requirements:

- a) Letter (8.5X11), or legal (8.5X14) paper size.
- b) ½ inch border free from text and/or line work.
- c) No topography or easements - existing or proposed.
- d) Deed reference(s), owner's name(s), north arrow, existing boundary (light), new property lines (heavy), and property lines to be abandoned (light, dashed), along with deed course information to locate resultant parcel descriptions.
- e) Title Block that includes the following information – see example below:

Exhibit " (B) "
MBR# _____
Date _____ Scale _____
Section / Township / Range _____
LS/RCE Name/Number and/or Company Name _____

PARCEL REVIEW COMMITTEE APPROVAL: After completing the above described review process the application will be deemed "technically correct", delivered to the Planning Services Division, scheduled for the Parcel Review Committee (PRC) then sent to the applicant's Title Company after PRC approval.